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TEMPORARY EMPLOYMENT WITH THE FOREST SERVICE

UNITED STATES
DEPARTMENT OF AGRICULTURE
FOREST SERVICE

FS-323

TEMPORARY EMPLOYMENT WITH THE FOREST SERVICE

This leaflet provides information on types of temporary jobs, qualification requirements, conditions of employment, and application procedures.

Notice to Applicants
Interest in jobs on our National Forests has increased tremendously during the past few years and consequently there are far more applications than positions. For this reason we suggest you apply not only to the Forest Service for a temporary job.

ABOUT THE FOREST SERVICE

The Forest Service has the Federal responsibility for national leadership in forestry. This includes top level participation in setting national priorities, formulating programs, and establishing the pattern of Federal policies that relate to people and their natural environment.

But Forest Service responsibilities and interests go beyond forested lands. Forests and related rangeland, grassland, brushland, alpine areas, minerals, water, and wildlife habitat illustrate the variety of natural resources involved in the scope of forestry. Forestry also involves less tangible values such as scenery, air and water quality, recreation, open space, environmental quality, economic strength, and social well-being.

In our complex society, there must be an interrelationship among objectives, policies, and goals. The Forest Service seeks to foster this by:

- Promoting and achieving a pattern of natural resource uses that will best meet the needs of people now and in the future.
- Protecting and improving the quality of air, water, soil, and natural beauty.

- Helping to preserve and enhance the quality of "open space" in urban and community areas.
- Generating forestry opportunities to accelerate rural community growth.
- Encouraging the growth and development of forestry-based enterprises that readily respond to consumers' changing needs.
- Seeking optimum forest landownership patterns.
- Improving the welfare of the underprivileged.
- Involving the public in forestry policy and program formulation.
- Encouraging the development of forestry throughout the world.
- Expanding public understanding of environmental conservation.
- Developing and making available a firm scientific base for the advancement of forestry.

The Forest Service realizes the importance of being responsive and alert to the changing needs of a dynamic society. Sensitivity to problems and flexibility in solving them are basic to successful leadership in the preservation of our natural environment.

Each year the Forest Service hires many temporary employees, especially in the National Forests of the Western United States. Work projects include (1) the protection and improvement of timber stands, watersheds, ranges, and wildlife areas, and (2) the construction and maintenance of roads, trails, campgrounds, sanitation facilities, and buildings.

TYPES OF POSITIONS AVAILABLE

FORESTRY AIDS AND TECHNICIANS perform various duties in one or more areas of forestry. This includes such things as: Collecting and recording tree height and diameter measurements, recording data collected from rain gages, thinning young timber stands to increase productivity, maintaining public campgrounds, and serving on a firefighting crew or as a lookout at a fire lookout station.

HYDROLOGIC AIDS AND TECHNICIANS collect, select, compute, adjust, and process data, prepare charts and reports, and perform relat-

ed duties supporting professional work in hydrology.

PHYSICAL SCIENCE AIDS AND TECHNICIANS assist professional employees by performing duties such as calibrating and operating measuring instruments, mixing solutions, making chemical analyses, setting up and operating test apparatus, and compiling and processing scientific data.

BIOLOGICAL AIDS AND TECHNICIANS work in biological and agricultural laboratories and field or experimental areas such as greenhouses, growth houses, hatcheries, and wildlife refuges. They provide technical support and assistance to professional personnel engaged in scientific and technical work.

ENGINEERING AIDS AND TECHNICIANS assist in survey, design, and construction of forest roads, trails, recreation areas, bridges, and buildings. Knowledge of transit, level, and staff compass techniques; survey methods and procedures, note-keeping, and safety practices is required.

SURVEYING AIDS AND TECHNICIANS serve as members of a crew doing such jobs as route survey work, construction staking, chaining, clearing lines, note-keeping, and other work involved in preliminary surveying. They may also serve as firefighters during periods of high fire danger.

RANGE AIDS AND TECHNICIANS perform various tasks in connection with the management, conservation, development, utilization, and protection of rangeland for the continuous production of forage and related range resources utilized by livestock or big game.

TRADES AND CRAFTS WORKERS such as carpenters, parachute repairers and packers, welders, cooks, bulldozer operators, as well as helpers and others experienced in specific trades and crafts, are employed for construction, maintenance, fire control, and other projects.

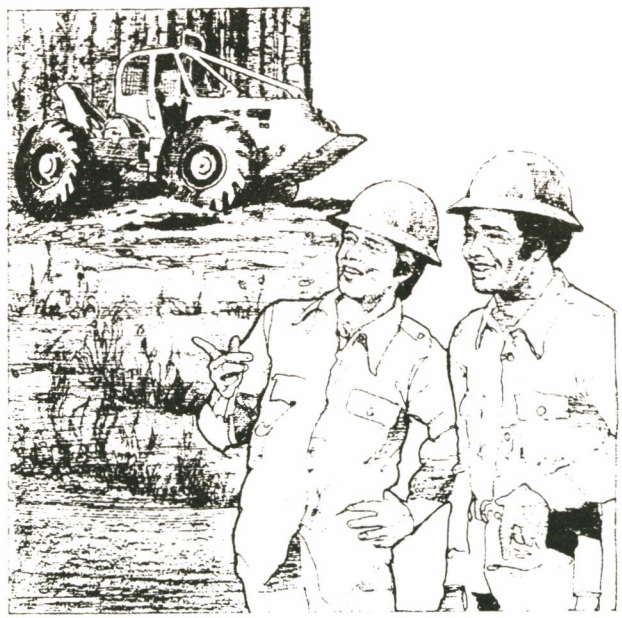
FOREST WORKERS/LABORERS are assigned duties such as eliminating undesirable trees, pruning trees, building firelines, planting seedlings, digging ditches, and loading and unloading equipment and tools.

CLERICAL POSITIONS involve a variety of tasks such as typing and filing, and telephone and receptionist duties. These positions are filled from lists of candidates who have taken and passed the Summer Employment Examination given annually by the Civil Service Commission.

QUALIFICATIONS

Aid.—The beginning grades for range aids, forestry aids, engineering aids, and surveying aids are General Schedule (GS) 2 or 3. Candidates for these positions must have at least 1/2 year of general work experience for the GS-2 grade, and 1 year of such experience for the GS-3 grade. In some cases, high school graduation may be substituted for the 1/2 year of general experience. Appropriate education above high school level can usually be substituted for experience at the rate of 1 academic year of study for 12 months work experience, up to a maximum of 3 years. [substitution.]

Technicians.—GS-4 positions generally require 24 months qualifying work experience with at least 6 months specialized experience or 90 quarter credits of college or technical school education with some specialized course work in two or more qualifying courses; or a combi-



nation of work experience and college or technical school education; and at least 6 months of the qualifying work experience must have been at the GS-3, 4, or 5 level.

GS-5 positions generally require 36 months qualifying work experience with at least 12 months specialized experience; or 180 quarter credits of college or technical school education with some specialized course work in two or more qualifying courses; or a combination of work experience and college or technical school education; and at least 12 months of the qualifying work experience must have been at the GS-4 or GS-5 level.

Clerk.—For grades GS-2, 6 months of general office experience or graduation from high school is required. For grade GS-3, 1 year of general office experience or 1 academic year of business or secretarial school, junior college or college—which is in addition to graduation from high school—is required. In addition to passing the summer employment examination, clerk typists must pass a typing test or present a certificate of proficiency.

Trades and Crafts Workers.—Generally 6 months of experience assisting a journey level worker is required for helper positions. Usually, each month of day-class attendance in a trade school may be substituted for each month of required experience. Journey level trade/craft positions require from 1 to 3 years of specialized experience.

Laborer.—No previous experience or education is required to start as a laborer. However, to perform the various manual tasks, applicants must be in good physical condition.

OTHER QUALIFICATIONS

Applicants must be U.S. citizens, at least 18 years of age on the day they report for duty, and must be in good physical condition. A physical examination may be required as a condition for employment on some National Forests.

The Forest Service is an equal opportunity employer, and appointments are based on qualifications without regard to race, sex, creed, color, national origin, religion, handicap, political or personal favoritism.

PAY

General Schedule salaries are reviewed frequently, and changes made or recommended to Congress as needed. Information on current pay scales is available from any Forest Service office or the Civil Service Commission.

Wages for persons in trades and crafts and laborers are based on rates paid by non-Government concerns for similar work in the area in which the job is located. Coordinated Federal Wage System Schedules are published once a year based on a survey of geographic areas.

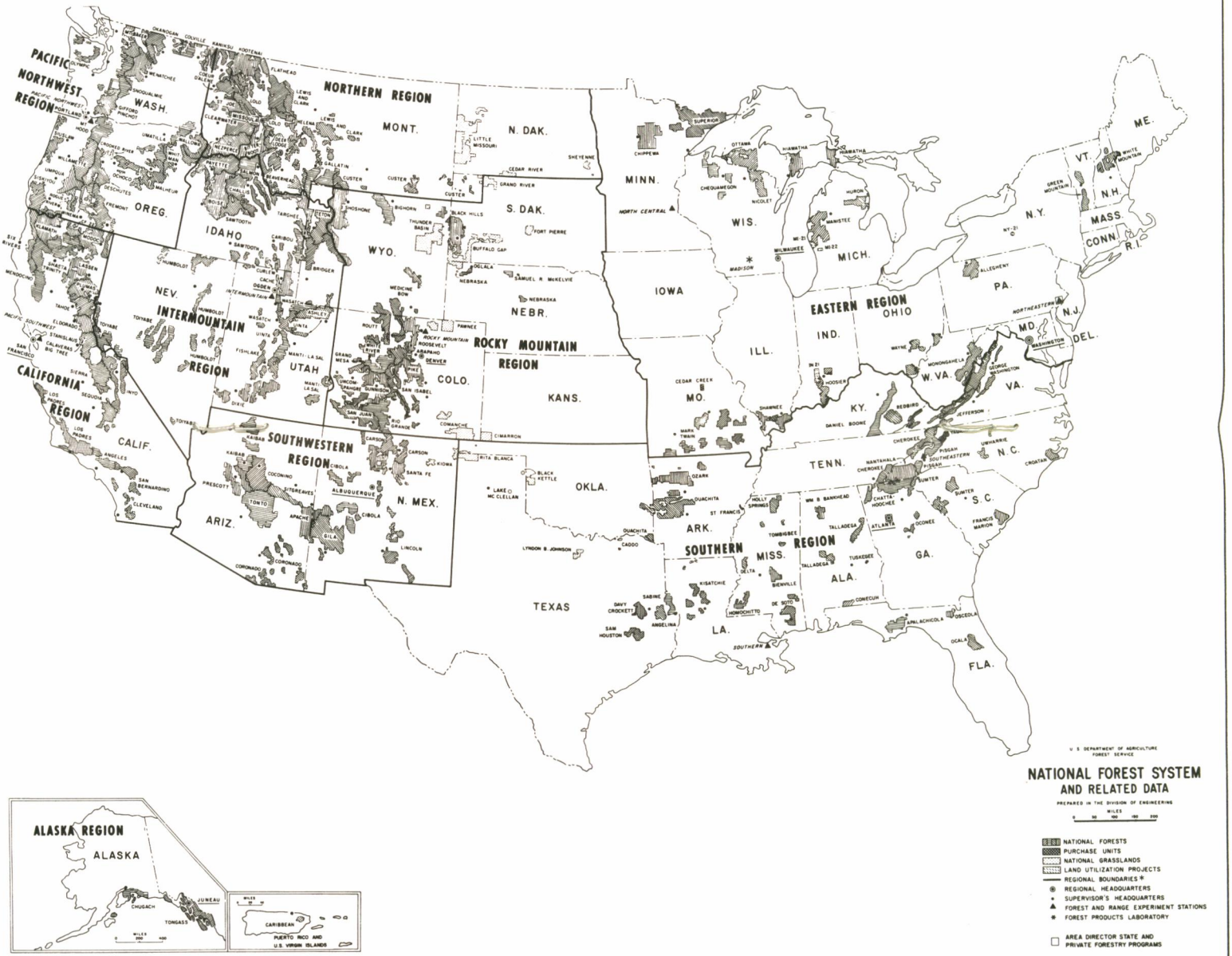
Pay deductions will be made for social security and Federal and State income taxes. Deductions will also be made for quarters and meals if received from the Forest Service. (The Forest Service does not provide quarters and meals at many locations.)

Since there will be a time lag of approximately 4 weeks before new employees receive their first pay check, they should be sure to have sufficient funds to cover expenses. After the first pay check, they will be paid regularly every 2 weeks.

LOCATION OF JOBS AND LIVING CONDITIONS

Jobs are located on National Forests throughout the United States, many of them in isolated areas miles away from a city or town. Opportunities for social activities may be quite limited.

The Forest Service does not provide Government quarters for temporary employees except at a few isolated stations. On some National Forests bunkhouses or tent accommodations and meals may be available at a nominal cost. On others, employees must make their own arrangements for room and board. Rental housing (when available) near duty stations may be expensive. The local Chamber of Commerce may be able to provide information on available facilities and costs. Transpotation costs to and from assigned duty stations must be paid by the individual. Transportation to field locations from assigned duty stations is provided by the Forest Service.



U. S. DEPARTMENT OF AGRICULTURE
FOREST SERVICE

NATIONAL FOREST SYSTEM AND RELATED DATA

PREPARED IN THE DIVISION OF ENGINEERING

MILES 0 50 100 150 200

- NATIONAL FORESTS
- PURCHASE UNITS
- NATIONAL GRASSLANDS
- LAND UTILIZATION PROJECTS
- REGIONAL BOUNDARIES *
- REGIONAL HEADQUARTERS
- SUPERVISOR'S HEADQUARTERS
- FOREST AND RANGE EXPERIMENT STATIONS
- FOREST PRODUCTS LABORATORY
- AREA DIRECTOR STATE AND PRIVATE FORESTRY PROGRAMS

CLOTHING AND EQUIPMENT

Employees will be required to furnish their own work clothing such as heavy work boots, gloves, and jackets. If a special uniform is required, individuals will be advised at the time an offer of employment is made. Safety equipment will be issued by the Forest Service.

PERIOD OF EMPLOYMENT

Summer jobs begin on or after May 12 and end on or before September 30. Seasonal jobs begin before May 12 or end after September 30.

MEMBERS OF FAMILY

The nepotism regulation established by the Civil Service Commission in 1964 prohibits the temporary limited employment of sons and daughters of Department of Agriculture employees for part-time, seasonal, intermittent, or other temporary employment between May 12 and September 30. This does not apply if they are selected from a list of eligibles resulting from a Civil Service Commission examination and employment has first been offered to all other available applicants with the same or higher numerical score.

HOW TO APPLY

SUMMER/SEASONAL FIELD JOBS

An application may be filed in *only one Region, Experiment Station, or Area Office of the Forest Service.* You will be able to specify one National Forest or Experiment Station where you wish to work. Each Forest, Experiment Station, or equivalent research unit has its own employment authority and does its own selecting and hiring.

Most offices will be using a computer-assisted employment system that requires a special application form (FS 6100-23). Use of a computer-assisted program is necessary because of the large volume of applications received. Applications may be obtained from Forest Service offices in November and *must be filed between December 1 and January 15.* The locations and addresses of our offices are listed in this brochure.

Because of the limited number of positions in Alaska, residents of Alaska will receive first consideration for employment in that Region. Other candidates will receive consideration in the absence of an adequate supply of qualified local residents.

Applications will be rated based on previous work experience, educational attainments, and veterans preference. Selections will be made from the best qualified candidates.

CLERICAL AND OTHER JOBS

In addition to the jobs described, there are a few summer clerical jobs, some wage grade positions, and a very few specialized positions that require at least a bachelor's degree or equivalent experience. Filing procedures for these positions are found in the Civil Service Commission Announcemen No. 414 which is issued in the fall of each year. *Standard Form 171* applications are required for these positions.

There are some opportunities for staff positions in several conservation programs such as the Youth Conservation Corps and the Young Adult Conservation Corps. Interested candidates should contact Forest Service field offices in the geographic areas where they wish to work concerning job opportunities.

IF YOU ARE SELECTED

The rewards of a temporary job with the Forest Service can be substantial. The work is varied, challenging—sometimes exciting. It is healthful work—often performed in the outdoors, close to nature and to the recreational advantages of a National Forest. In addition, it can help to broaden your own interests and outlook. Finally, it offers you the special satisfaction of doing a job that is both useful and worthwhile in terms of the national good.

NATIONAL FORESTS[1]

Northern Region
Federal Bldg.,
Missoula, Mont. 59807

Idaho—	
Clearwater	**Orofino**
Idaho Panhandle National Forests	**Coeur d'Alene**
Coeur d'Alene	
Kaniksu	
St. Joe	
Nezperce	**Grangeville**
Montana—	
Beaverhead	**Dillon**
Bitterroot	**Hamilton**
Custer	**Billings**
Deerlodge	**Butte**
Flathead	**Kalispell**
Gallatin	**Bozeman**
Helena	**Helena**
Kootenai	**Libby**
Lewis and Clark	**Great Falls**
Lolo	**Missoula**

Rocky Mountain Region
11177 W. 8th Ave.
Box 25127
Lakewood, Colo. 80225

Colorado—	
Arapho-Roosevelt[2]	**Ft. Collins**
Grand Mesa-Uncompahgre-Gunnison[2]	**Delta**
Pike-San Isabel[2]	**Pueblo**
Rio Grande	**Monte Vista**
Routt	**Steamboat Springs**
San Juan	**Durango**
White River	**Glenwood Springs**
Nebraska—	
Nebraska-Samuel R. McKelvie[2]	**Chadron**
South Dakota—	
Black Hills	**Custer**
Wyoming—	
Bighorn	**Sheridan**
Medicine Bow	**Laramie**
Shoshone	**Cody**

Southwestern Region
517 Gold Ave., SW,
Albuquerque, N.Mex. 87102

Arizona—	
Apache-Sitgreaves[2]	**Springerville**
Coconino	**Flagstaff**
Coronado	**Tucson**
Kaibab	**Williams**
Prescott	**Prescott**
Tonto	**Phoenix**
New Mexico—	
Carson	**Taos**
Cibola	**Albuquerque**
Gila	**Silver City**
Lincoln	**Alamogordo**
Santa Fe	**Santa Fe**

Intermountain Region
324 25th St.
Ogden, Utah 84401

Idaho—	
Boise	**Boise**
Caribou	**Pocatello**
Challis	**Challis**
Payette	**McCall**
Salmon	**Salmon**
Sawtooth	**Twin Falls**
Targhee	**St. Anthony**
Nevada—	
Humboldt	**Elko**
Toiyabe	**Reno**
Utah—	
Ashley	**Vernal**
Dixie	**Cedar City**
Fishlake	**Richfield**
Manti-LaSal	**Price**
Uinta	**Provo**
Wasatch-Cache[2]	**Jackson**

California Region
630 Sansome St.,
San Francisco, Calif. 94111

California—	
Angeles	**Pasadena**
Cleveland	**San Diego**
Eldorado	**Placerville**
Inyo	**Bishop**
Klamath	**Yreka**
Lassen	**Susanville**
Los Padres	**Goleta**
Mendocino	**Willows**
Modoc	**Alturas**
Plumas	**Quincy**
San Bernardino	**San Bernardino**
Sequoia	**Porterville**
Shasta-Trinity[2]	**Redding**
Sierra	**Fresno**
Six Rivers	**Eureka**
Stanislaus-Calaveras Big Tree[2]	**Sonora**
Tahoe	**Nevada City**

Pacific Northwest Region
319 SW Pine St.,
P.O. Box 3623,
Portland, Oreg. 97208

Oregon—	
Deschutes	**Bend**
Fremont	**Lakeview**
Malheur	**John Day**
Mt. Hood	**Portland**
Ochoco	**Prineville**
Rogue River	**Medford**
Siskiyou	**Grants Pass**
Siuslaw	**Corvallis**
Umatilla	**Pendleton**
Umpqua	**Roseburg**
Wallowa-Whitman[2]	**Baker**
Willamette	**Eugene**
Winema	**Klamath Falls**

[1]Headquarters locations in boldface type opposite National Forests.

[2]Two or more separately proclaimed National Forests under one supervisor.

Washington—
Colville — **Colville**
Gifford Pinchot — **Vancouver**
Mt. Baker-Snoqualmie[2] — **Seattle**
Okanogan — **Okanogan**
Olympic — **Olympia**
Wenatchee — **Wenatchee**

Eastern Region
633 West Wisconsin Ave.
Milwaukee, Wis. 53203

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633 West Wisconsin Ave.
Milwaukee, Wis. 53203

Illinois—
Shawnee — **Harrisburg**
Indiana and Ohio—
Wayne-Hoosier[2] — **Bedford**
Michigan—
Hiawatha — **Escanaba**
Huron-Manistee[2] — **Cadillac**
Ottawa — **Ironwood**
Minnesota—
Chippewa — **Cass Lake**
Superior — **Duluth**
Missouri—
Mark Twain — **Rolla**
New Hampshire and Maine—
White Mountain — **Laconia**
Pennsylvania—
Allegheny — **Warren**
Vermont—
Green Mountain — **Rutland**
West Virginia—
Monongahela — **Elkins**
Wisconsin—
Chequamegon — **Park Falls**
Nicolet — **Rhinelander**

Southern Region
1720 Peachtree Rd., NW,
Atlanta, Ga. 30309

Alabama—
National Forests in Alabama — **Montgomery**
William B. Bankhead
Conecuh
Talladega
Tuskegee
Arkansas—
Ouachita — **Hot Springs Nat'l Park**
Ozark-St. Francis[2] — **Russellville**
Florida—
National Forests in Florida — **Tallahassee**
Apalachicola
Ocala
Osceola
Georgia—
Chattahoochee-Oconee[2] — **Gainesville**
Kentucky—
Daniel Boone — **Winchester**
Louisiana—
Kisatchie — **Pineville**
Mississippi—
National Forests in Mississippi — **Jackson**
Bienville
Delta
DeSota
Holly Springs
Homochitto
Tombigbee
North Carolina—
National Forests in North Carolina — **Asheville**
Croatan
Nantahala
Pisgah
Uwharrie
Puerto Rico—
Caribbean — **Rio Piedras**
South Carolina—
Francis Marion-Sumter[2] — **Columbia**
Tennessee—
Cherokee — **Cleveland**
Texas—
National Forests in Texas — **Lufkin**
Angelina
Davy Crockett
Sabine
Sam Houston
Virginia—
George Washington — **Harrisonburg**
Jefferson — **Roanoke**

Alaska Region
Federal Office Bldg.
P.O. Box 1628
Juneau, Alaska 99802

Alaska—
Chugach — **Anchorage**
Tongass-Chatham — **Sitka**
Tongass-Ketchikan — **Ketchikan**
Tongass-Stikine — **Petersburg**

Research Headquarters

Laboratory

Forest Products Laboratory
North Walnut St.,
P.O. Box 5130
Madison, Wis. 53705

Forest and Range Experiment Stations

Pacific Northwest 809 NE. Sixth Ave., P.O. Box 3141, Portland, Oreg. 97208
(Oreg., Wash.)

Pacific Southwest—1960 Addison St., Box 245, Berkeley, Calif. 94701
(Calif.)

Intermountain—507 25th St., Ogden, Utah 84401
(Utah, Nev., Mont., Idaho)

RockyMountain—240 West Prospect St., Fort Collins, Colo. 80521
(West Tex., Okla., Kans., Nebr., S. Dak. Wyo., Colo., N. Mex., Ariz.)

North Central—Folwell Ave., St. Paul, Minn. 55108
(Mich., Minn., Wis., Iowa, Mo., Ind., Ill.)

Northeastern—370 Reed Rd., Broomall, Pa. 19008
(New England, N.Y., N.J., Pa., W. Va., Ohio)

Southern—T-10210 U.S. Postal Service Bldg., 701 Loyola Ave., New Orleans, La. 70113
(East Tex., Okla., La., Ark., Miss., Ala.)

Southeastern—Post Office Bldg., P.O. Box 2570, Asheville, N.C. 28802
(Fla., Ga., N.C., S.C., Va., Ky.)

STATE AND PRIVATE FORESTRY AREAS

State and Private Forestry offices are located in the Regional Headquarters with the exception of the following Areas:

Northeastern Area—S&PF
(Includes States in the Eastern Region—see map)
370 Reed Rd.
Broomall, Pa. 19008

Southeastern Area—S&PF
(Includes States in the Southern Region—see map)
1720 Peachtree Rd., NW,
Atlanta, Ga. 30309

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